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ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

September 18, 2007

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MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Stephanie Tubbs Jones, Chairwoman
Doc Hastings, Ranking Republican Member *STJ*
SUBJECT: Briefings on the Privately-Sponsored Travel Rules

The Standards Committee will hold briefings dealing with the rules regarding privately-sponsored, officially-connected travel on the following dates:

Room HC-5, in the Capitol:

- Wednesday, September 26 beginning at 3:00 p.m. and,
- Tuesday, October 2 beginning at 3:00 p.m.

These travel briefings will provide an overview of the rules regarding privately-sponsored, officially-connected travel, including a detailed discussion of the forms required by the Standards Committee for pre-trip approval and post-trip disclosure. All staff, but particularly those who handle scheduling matters for Members who participate in privately-sponsored travel, will find these sessions useful. Staff participation by way of questions will be encouraged.

These travel briefings will not count toward staff members' one-hour general ethics training requirement. Instead, the Committee is holding these briefings to provide additional information to Members and staff in how to comply with the rules and complete the paperwork regarding privately-sponsored travel.

No RSVP is required to attend any of the travel briefings, but seating is on a first-come, first-serve basis. Members and staff with any questions may contact the Committee's Office of Advice and Education, at (202) 225-7103.